

# HUNTON & WILLIAMS

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May 4, 1990

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## PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

Mr. José Garcia  
Director, Information Communication Systems  
Philip Morris International/Latin America  
120 Park Avenue, 15th Floor  
New York, New York 10017

### Philip Morris International Records Management Program

Dear Mr. Garcia:

The first step in Philip Morris International's effort to revise and improve its Records Management Program began at a meeting in New York on Thursday, February 22, 1990. At that meeting, our firm, outside counsel to the Company, distributed questionnaires for your completion.

As you will recall, March 16 was set as the due date for return of questionnaires. Inasmuch as we wish to proceed on schedule with this important project, Bradley Brooks has asked me to write to you to remind you that we have not received a questionnaire from you.

We would appreciate your immediate attention to the task of completing the questionnaire and its return to me at the Raleigh address of Hunton & Williams by Friday, May 18, 1990. If you have difficulty in meeting this new deadline, please call me (919-899-3061).

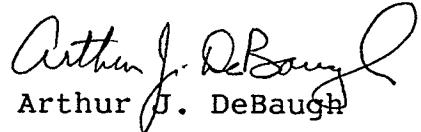
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HUNTON & WILLIAMS

Mr. Jose Garcia  
May 4, 1990  
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I shall be glad to answer any questions or to help expedite  
the return of the questionnaire in any way possible.

Sincerely yours,

  
Arthur J. DeBaugh

630/6145  
cc: Bradley B. Brooks, Esquire

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